

2023

HURRICANE & EMERGENCY OVERSIGHT PLAN

**EXPECTATIONS FOR
OVERSIGHT STAFF**

**MONITORING AND ASSESSMENT
OF POLICE PERFORMANCE**



Hurricane and Emergency Plan: Expectations for OIPM Staff

Hurricane Classifications and Expectations for OIPM Staff.....	4
Classifications During Hurricanes: Essential and Nonessential Employees.....	4
Role of Essential and Reserve Employees.....	4
Evacuation Orders and OIPM Expectations.....	4
Essential and Reserve Employee Chart.....	5
Suspension of OIPM Services During Hurricane.....	6
How to Prepare the Physical Office For Hurricane and / or Evacuation.....	6
Expectations for Office; Equipment Preparation During Hurricane or Evacuation Order.....	6
Personal Emergency Plans.....	6
Expectations for Staff Who Are Evacuating.....	7
Expectations for Essential Employees Who Are Remaining.....	7
Returning to the City Expectations.....	7
OIPM Media Plan During Hurricanes and / or Evacuation Orders and / or Emergencies.....	7

Monitoring and Assessment of NOPD Performance

Adoption of NOPD Alert Levels for OIPM Work.....	9
Use of Force Monitoring.....	9
Conducted Energy Weapon (CEW) Usage.....	9
Misconduct Complaints and the Public Integrity Bureau (PIB).....	9
Special Orders Including: Covid19 Protocol; Shelter Protocol; City Assisted Evacuation Plan (CAEP).....	10
Cross-Agency Collaboration.....	10
Necessary Policing Activities: Crime.....	11
• Arrests and Summons	
• Anti-Looting Policing Activity Monitoring	
Emergency Arrest and Detention Monitoring and Protocol.....	11
Curfew Enforcement Monitoring	11
Acquisition of Property.....	11
OIPM's Assessment of NOPD's Compliance with Media Releases / Public Statements During Declared Emergencies.....	11
Demobilization and After-Action Reports.....	12
Assessing Community Accessibility and Service.....	12
NOPD Employee Experience Preparing, During, and Post-Storm / Emergency.....	12
Supervision.....	12
Power Outages, Computer Failures, 911 Down.....	12
Deliverable Upon Completion of Declared Emergency.....	13
Data Analysis Upon Completion of Declared Emergency.....	13

Addendum

Required Criteria Audit of NOPD Response to Emergency Incident
City of New Orleans Policy Memorandum No. 34(R)
OIPM Remote Work Policy
OIPM Cyber Security Policy
OIPM Inventory Audit Sheet

HURRICANE & EMERGENCY PLAN



**EXPECTATIONS FOR
OIPM STAFF**

Hurricane And Emergency Plan: Expectations for OIPM Staff

The OIPM is responsible for providing oversight to the NOPD during emergency responses. The OIPM hurricane and major storm emergency plan (hereby called: Hurricane Plan) is created to be responsive to the NOPD Hurricane Season 2023 Emergency Plan and is compliant with: City Policy Memorandum No. 34(R), Chapter 3, Section 4-302(5) of the City Charter, Memorandum of Understanding between the NOPD and the IPM executed on November 10, 2010; as well as being consistent with La. R.S. § 40:2531 Chapter 25 and Municipal Code of Ordinances, Part II, Chapter 2, Article XII Section 2-1121.

Hurricane Classifications and Expectations for OIPM Staff

OIPM staff is required to follow all OIPM policy during storms, hurricanes, and / or other emergencies or evacuation orders. This Hurricane Plan is designed to supplement those policies and set clear guidelines on the suspension of services and expectations for staff while potentially: working during a hurricane as an essential employee; working remotely as an essential employee; working remotely as a nonessential employee; evacuation as essential or reserve employees.

The OIPM agrees to use the same credible sources as the NOPD when making evacuation decisions and all assessments. These credible sources include: (1) Governor; (2) Mayor of the City of New Orleans; (3) Director of Homeland Security; (4) the National Weather Service.

Classifications During Hurricanes: Essential And Nonessential Employees

In accordance with the Mayor's clarification on classifications: employees are either essential or reserve. There is no classification of "nonessential employees." OIPM adopts the city language defining the designations of essential and reserve employees:

- Essential Employees are those employees who, by virtue of their presence, specialized function, or necessary skills, are essential to conducting the business or certain operational needs of the city and are, therefore, required to report for duty.

Employees are required to abide by the City of New Orleans policy, Policy Memorandum No. 34(R), regarding expectations for essential and reserve employees including but not limited to: requirements regarding work hours, remote work, tasks, and evacuation orders. OIPM abides by all expectations set forth by the City Policy Memorandum No. 34(R) and Chapter 3, Section 4-302(5) of the City Charter.

Role Of Essential And Reserve Employees

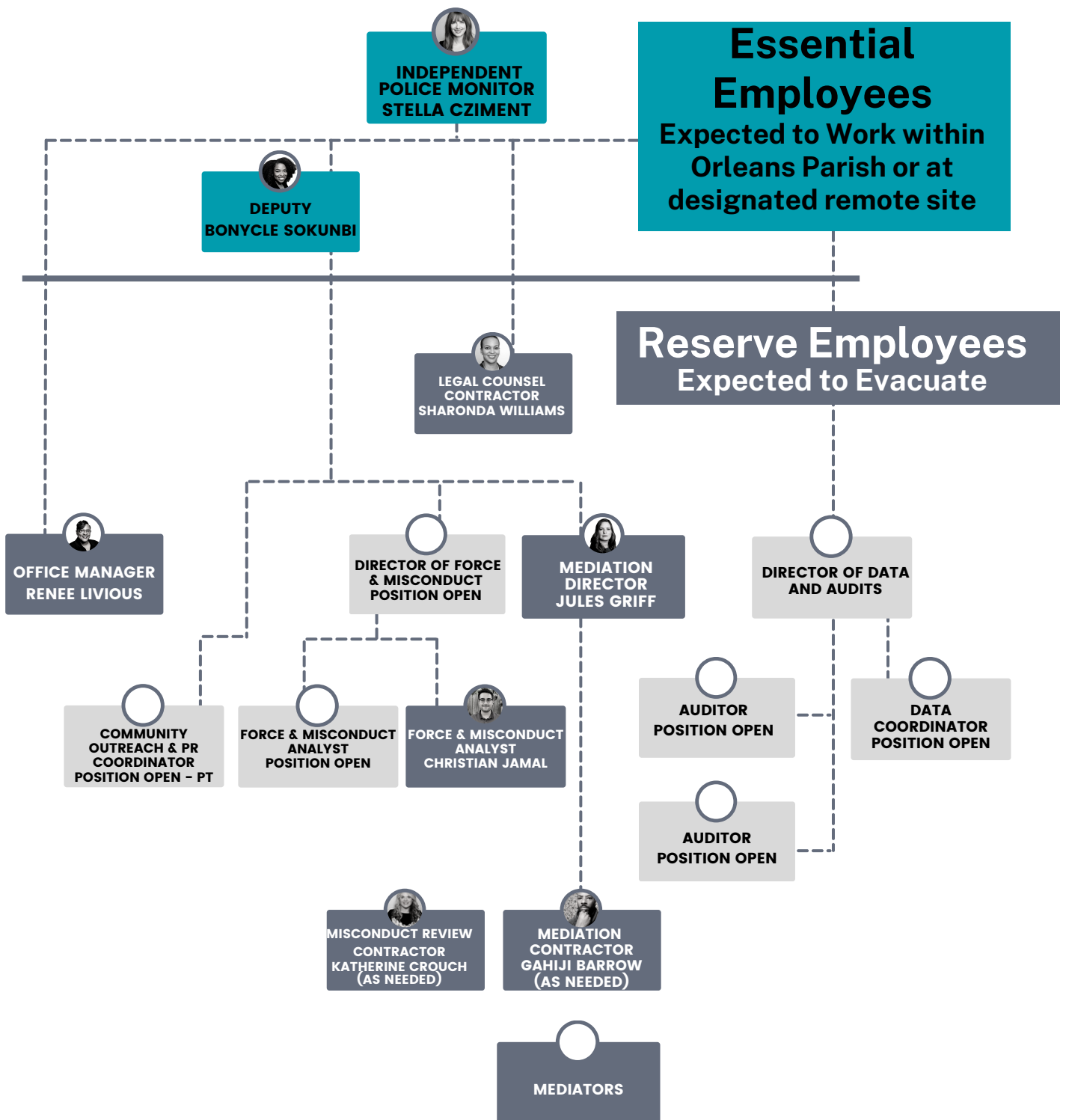
When there is a major storm, essential employees may be required to remain in Orleans parish in order to execute their role and responsibilities. Essential employees will be expected to work from the designated workstation determined appropriate by the IPM including but not limited to: the office, the employee's home, the Public Integrity Bureau or the NOPD Headquarters, other facilities in the city, or the Emergency Operations Center and Joint Information at City Hall.

Reserve employees may be asked to work prior to the storm or after the storm if necessary. Reserve employees are not expected or required to stay during a mandatory evacuation order. Reserve employees are expected to create their own personal evacuation plan and provide it to the IPM and the Deputy IPM by June 1st every year. Reserve employees may be required to report to or remain at work at the request of the Director of Homeland Security in conjunction with the appointing authority.

Evacuation Orders And OIPM Expectations

If there is a mandatory evacuation order by the Mayor of the City of New Orleans or the Governor, OIPM employees are required to abide by that order and evacuate Orleans Parish.

Essential and Reserve Employee Chart



Suspension of OIPM Services During Hurricane

During the declaration of emergency or while the city is under a hurricane warning, the OIPM will suspend ordinary services to focus on monitoring and reviewing the NOPD's operations and to ensure the safety of the public and staff. The physical office will close to the public though work may still be completed until the agency is closed in accordance with a city mandate.

The OIPM will:

- Answer the OIPM main line during business hours
- Receive complaints of misconduct via our website and social media platforms
- Remain on-call and monitor required Force Investigation Team investigations for critical incidents

The OIPM will not:

- Conduct any meetings with the public and will reschedule all monitoring of misconduct investigations with complainants. There will be no in-person complaint intake.
- **Meet with any coalition groups or stakeholders unless it is regarding emergency or hurricane response.**
- **All criminal liaison, case monitoring, case review, mediation, and Public Record Requests activities will be suspended until stated otherwise by the IPM.**

How To Prepare The Physical Office For Hurricane And / Or Evacuation

When there is a belief of a pending hurricane or tropical storm, the OIPM will take necessary precautions to prepare the building and OIPM equipment. The Office Manager or essential employee designated by IPM is responsible for:

- Notifying vendors that the building will be closed and rescheduling any pending deliveries
- Placing signs on the front and back door stating the office is closed to the public and explaining how to reach OIPM to file a complaint of misconduct if determined necessary
- Shutting the shutters over the conference room windows and ensuring that there is no furniture against the windows as necessary
- Securing the server room and notifying the OIPM IT provider of the pending hurricane to prepare for possible technology issues
- Securing the OIPM vehicle including possibly moving the vehicle to the parking lot at NOPD Headquarters or another secure location where OIPM is permitted to park and notifying the IPM and the Deputy IPM of the location of the vehicle.

Expectations on Office; Equipment Preparation During Hurricane and / or Evacuation Order

OIPM employees are responsible for securing their own equipment during a hurricane or evacuation. The employee is responsible for ensuring the equipment is not damaged. If the employee is concerned about equipment damage prior to a hurricane or storm evacuation, the employee may elect to store the equipment in the OIPM office. The employee is responsible for informing the Office Manager of their intent, providing an inventory of all equipment being left in the office, and ensuring all equipment is left in a secure location.

Personal Emergency Plans

All OIPM staff are required to provide the Deputy Independent Police Monitor and the Independent Police Monitor copies of their personal emergency plans by June 1st (start of the hurricane season). This personal emergency plan must include:

- the location of where the employee would evacuate if required to evacuate including address and phone number,
- emergency contact person including relationship to the employee and phone number and email address,
- inventory of equipment the employee would take while evacuating or sheltering place

If the employee requires furlough or leave in order to evacuate immediate family members, then the employee may request such leave from the Deputy or IPM and indicate the time frame needed to evacuate immediate family members.

Expectations For Staff Who Are Evacuating

If a reserve or essential employee is evacuating, the OIPM expects the employee to follow his / her personal emergency plan and keep the OIPM informed of any changes in the plan or the evacuation location of the employee.

Expectations For Essential Employees Who Are Remaining

Essential employees must document their working status during the declared emergency. The employee is responsible for reporting to their assigned post. Assigned posts may include: the Emergency Operations Command Center, the Public Integrity Bureau, the Superdome, a secure remote site within Orleans Parish or a secure remote site outside of Orleans Parish. This site will be determined by the Deputy and IPM and communicated to the employee prior to the declared emergency.

The employee is responsible for tracking, documenting, and maintaining an accurate accounting of the employee's work hours. Supervisors are responsible for documenting required employees who fail to report to work as required.

In the case of a power failure or computer system failure and the employee is unable to document time as required in ADP, the employee will be required to keep a written record of work hours and present it to his / her supervisor upon the completion of the declared emergency.

Returning To The City Expectations

Once Orleans parish is deemed safe by the Mayor of New Orleans, the appointing authorities and / or the Director of Homeland Security, all OIPM employees are expected to return to the parish unless otherwise authorized to delay their return by the IPM. Employees seeking a delay in their return, must seek approval for remote work by the IPM and abide by the OIPM Remote Work Policy or request leave from their supervisor.

The OIPM is not going to place a time requirement for the return to the parish, but the expectation is that the employee will return as quickly as is safe and feasible. The employee is required to provide his / her anticipated return date to the IPM.

OIPM Media Plan During Hurricanes and / or Evacuation Orders and / or Emergencies

Only the Deputy or the IPM or their designee may make public statements to the media during emergency incidents. The OIPM adopts the same expectations as the NOPD regarding public statements during emergency incidents: all information released to the public and / or media is considered a public statement.

The IPM is responsible for communicating to the public any gaps in services and closures during the emergency incident.

The IPM may elect to give statements to the media regarding the NOPD's performance or adherence to policy prior to the end of the declared emergency or upon the completion of the declared emergency. The IPM will not release the NOPD's Hurricane Season Emergency Plan to the media or the public due to tactical and safety concerns; but may comment on the NOPD's performance and / or adherence to the plan.

HURRICANE & EMERGENCY PLAN



**MONITORING AND
ASSESSMENT OF NOPD
PERFORMANCE**

Monitoring and Assessment of NOPD Performance

The OIPM is responsible for providing oversight to the NOPD during emergency responses. The OIPM hurricane and major storm emergency plan (hereby called: Hurricane Plan) is created to be responsive to the NOPD Hurricane Season 2023 Emergency Plan and is compliant with: City Policy Memorandum NO. 34(R), Chapter 3, Section 4-302(5) of the City Charter, Memorandum of Understanding between the NOPD and the IPM executed on November 10, 2010; as well as being consistent with La. R.S. § 40:2531 Chapter 25 and Municipal Code of Ordinances, Part II, Chapter 2, Article XII Section 2-1121.

OIPM will determine compliance through monitoring:

- OPD radio channels
- NOPD Reports
- NOPD Briefings at the Emergency Operations Command Center
- On-scene monitoring as required

Adoption of NOPD Alert Levels for OIPM Work

For clarity and consistency, the OIPM adopted the language and alert levels designated under the NOPD Hurricane 2023 Emergency Plan:

- **Alert Level One:** A tropical storm or hurricane formed in or is entering the Gulf of Mexico approximately one hundred (100) to eighty-four (84) hours prior to tropical storm winds reaching the metro area.
- **Alert Level Two:** A category one or great hurricane is in the Gulf of Mexico with or without a projected path of impact in the metro New Orleans area, eighty-four (84) hours prior to tropical storm winds reaching the metro area. The NOPD will continue normal operations and will direct efforts to prepare the city for a natural disaster.
- **Alert Level Three:** There is a significant probability the approaching hurricane will make landfall in the metro New Orleans area. For the NOPD, this means all available police personnel and assets are fully deployed. Police Department members are relieved by their commander from many of their normal duties to prepare for citywide evacuation.
- **Alert Level Four:** The imminent landfall of a major hurricane posing an extreme danger to life and property in the metro New Orleans area. This alert level is designed for the rapid deployment of police personnel for the protection of life and property.

Use of Force Monitoring

The Force Investigation Team is still required to execute their responsibilities and investigations regarding Officer Involved Shootings (OIS), non-critical level 4 uses of force, and in-custody deaths. In the case of an OIS and in-custody deaths, the OIPM will provide monitoring if the IPM deems it is safe to do. If the IPM deems it is not safe for staff to attend the scene for the on-scene investigation, the OIPM will monitor the proceeding statements and will request a walk through of the scene once the declared emergency is complete.

Conducted Energy Weapon (CEW) Usage

In accordance with the NOPD policy, Conducted Energy Weapons (CEW) shall not be used in flood waters. All NOPD employees who are assigned CEWs are required to store the CEWs in secure, dry locations. Supervisors are not to issue orders to deploy CEW if working in flood, standing waters, and / or heavy rain.

Misconduct Complaints and the Public Integrity Bureau (PIB)

According to the NOPD's policy regarding the NOPD's operations during a declared emergency and hurricane season, the Public Integrity Bureau (PIB) is responsible for making sure all police personnel comply with the policies and procedures of the NOPD.

The employees of the PIB are responsible for whatever their assignment is during the declared emergency. Commissioned officers may be assigned wherever is deemed necessary by the Superintendent and / or his / her designee. Ordinary operations regarding the intake and investigation of misconduct allegations and violations of NOPD policy may be suspended during a declaration of emergency.

Special Orders Including: Covid19 Protocol; Shelter Protocol; City Assisted Evacuation Plan (CAEP)

OIPM will monitor and review NOPD activity to ensure that it is compliant with the NOPD Hurricane Plan.

Monitoring and review will assess the NOPD's tasks regarding:

- Evacuation responsibilities
- Juvenile detention supervision and evacuation
- Sex Crime Unit evacuation responsibilities
- Shelter security

Cross-Agency Collaboration

In the case of any emergency, multiple city and state governmental departments and law enforcement agencies must effectively work together to serve the public and ensure services remain accessible, effective, and operational. Every city or state agency will prepare its own hurricane and declared emergency plan and may be responsible for one component of a response – or anticipating how to handle a particular problem – that can affect the operations of another agency or department. There are times when these plans anticipate operations that will intersect with other agencies and as a result, agencies will work together to ensure both are prepared for potential obstacles that may arise.

For this reason, there are times when the OIPM will assess the NOPD's performance or adherence to policy understanding that the NOPD may have been prepared for such a situation, but their compliance cannot be reviewed through only looking at their adherence to the NOPD Hurricane Plan (because this scenario or response was included in another agency emergency plan).

Other agencies that may interact with or assist the NOPD during declared emergencies and hurricanes:

Orleans Parish Communications District (OPCD) – Responsible for operating the 911 and 311 dispatch center. The OPCD is an independent state agency. OPCD is responsible for dispatching the NOPD to emergencies and effectively communicating needs to the responding officers.

Orleans Parish Sheriff's Office (OPSO) - Responsible for providing detention centers in the parish for individuals who have been arrested. During emergencies, the NOPD may be asked to operate a detention center if OPSO declares an inability to safely house people and the NOPD may be asked to escort OPSO staff with the transportation of incarcerated people to a different detention center out of the parish.

New Orleans Office of Homeland Security and Emergency Preparedness (NOHSEP) - The NOHSEP is responsible for coordinating disaster and emergency response and on-the-ground logistics that influence policing resources and responses.

Real Time Crime Center (RTCC) - RTCC is responsible for operating the real time crime cameras around the city. During emergencies, the RTCC will coordinate with NOPD and other first responders to provide: (1) safe routes to locations; (2) assess damage or emergency factors that would influence the ability for the police to safely respond to a situation; (3) identify areas that may be in need of emergency services and notify the NOPD so resources can be reallocated or personnel as required.

Louisiana State Police (LSP) - The LSP is responsible for taking direction from the NOPD, such as when the NOPD initiates the Anti-Looting Protocol, in order to provide support to the policing efforts.

National Guard - The National Guard is a partner in efforts that may be coordinated by the NOPD including evacuations, security to city distribution sites, rescue efforts, and supporting resource distribution to the community.

Necessary Policing Activities: Crime

Arrests and Summons

Officers are encouraged to issue summons for misdemeanors except for domestic violence allegations. Officers investigating a violent crime (aggravated battery, sexual assault, etc.) necessitating a physical arrest must do so according to policy. OIPM will audit arrests conducted during the declared emergency to determine if physical arrests and summons were utilized in accordance with NOPD policy.

Anti-Looting Policing Activity Monitoring

According to the NOPD's policy regarding anti-looting, the NOPD will identify the areas with the greatest potential for looting and add additional personal to those areas. Additional support may be utilized from the Louisiana National Guard to major intersections along I-10 and I-610 to prevent carjacking and maintain normal flow of traffic. Only the Superintendent is authorized to terminate anti-looting operations. The OIPM will assess the NOPD's compliance with the anti-looting policy.

Emergency Arrest and Detention Monitoring and Protocol

If there is a catastrophic failure in the correctional system, the NOPD is responsible for opening an emergency detention center. Upon notification of the Unified Command of the need for an emergency detention facility, the NOPD will contact the EOC and request an emergency booking and prison facility.

Curfew Enforcement Monitoring

During the Stop, Search and Arrest audit and the audits regarding the physical arrests and summons at the end of the declared emergency, the OIPM will audit the NOPD Field Identification Cards to ensure that any issued curfew and the enforcement of the curfew was done in accordance with policy. The OIPM will review: (1) when the curfew was implemented and ensure that it executed in accordance with policy; (2) monitor the public communication regarding the curfew implementation; (3) analyze the number of arrests and summons issued for curfew violations; and (4) look to location and NOPD districts where curfew violations are documented.

Acquisition of Property

According to NOPD policy, the NOPD may acquire property including buildings, businesses, vehicles, or property when:

- (1) a State of Emergency is declared by the Mayor's Office and
- (2) the Superintendent or his / her designee has approved the acquisition and
- (3) a District Commander (Captain) has deemed the acquisition necessary.

In the case of acquisition during a declared emergency, the OIPM will request the Report to Follow (RTF) to determine if all necessary criteria were present and protocol followed.

OIPM's Assessment of NOPD's Compliance with Media Releases / Public Statements During Declared Emergencies

The OIPM will monitor the media for public statements made by the NOPD regarding their operations during the declared emergency. The OIPM will assess:

- If the appropriate NOPD employee is providing the public statement (e.g., Superintendent, Deputy Chiefs, Public Information Office)
- Whether it is learned if NOPD employees are complying with the NOPD's Media Policy by: (1) not publicly criticizing or ridiculing the department, its policies, releasing information that will influence the NOPD's operations or ability to execute their responsibilities to ensure public safety, or (2) acting as representatives of the NOPD when not authorized to do so.
- In the 2023 NOPD Hurricane Plan, the NOPD states that the Mayor's Public Information Officer will speak on behalf of the NOPD. Therefore; the OIPM will be assessing the communication from the Mayor's Office in any determinations made.

Demobilization and After-Action Reports

The OIPM will assess the Demobilization Plan and efforts to ensure that the NOPD returns personnel and assets to normal operations. The OIPM will only determine if the plan was created and executed once Orleans was no longer determined to be in a state of emergency. The OIPM may review the Inventory of Department Assets report to determine:

- What NOPD property was destroyed
- What NOPD facilities were destroyed
- Were there shortages of essential police assets
- Were there shortages of nonessential assets
- Were all assets accurately tracked and documented

Upon one month after the close of the declared emergency or hurricane, the OIPM will ensure each NOPD commander completed and submitted the after the incident after action report via form 105 with their evaluations.

Assessing Community Accessibility and Service

In prior hurricanes and declared emergencies, there are challenges to the NOPD accessibility during the incident and the in the immediate recovery. Accessibility may be determined by functionality of equipment or where officers are assigned or the availability of other resources like 911. The OIPM will assess officer accessibility to the public including: (1) relevant public safety information; (2) response times during the storm / declared emergency and immediate recovery; (3) operation of police radios; and (4) operations of 911 and OPCD dispatch.

During storms and declared emergencies, the NOPD also conducts assessments of the needs of the community and starts engaging with public service tasks and helping the public with access to supplies. During previous storms, the NOPD helped repair roofs of civilian homes, passed out ice, baby supplies, and food, operated community cooling and charging centers, and assisted with other distribution centers. These examples of the police going above and beyond their public safety responsibilities are identified and assessed by the OIPM as ways that the NOPD is showing up and serving the community during storms and declared emergencies. The OIPM will seek opportunities to commend districts and officers for this service.

NOPD Employee Experience Preparing, During, and Post-Storm / Emergency

OIPM will reach out to police association representatives, District Captains, and use social media and other means as necessary to assess the employee experience during the hurricane or declared emergency and the immediate recovery.

The OIPM will seek information on whether: (1) officers and employees had opportunities to eat and sleep; (2) officers and employees had opportunities to evacuate families and ensure wellbeing of their families during the emergency / storm and afterwards; (3) officers and employees had opportunities to do necessary tasks for their home and wellbeing including checking on homes and vehicles, cleaning out fridges, taking breaks, etc.; and (4) if officers were given the equipment and training necessary to be prepared for and safely work during the storm / declared emergency and if there was anything that the officers would request in order to improve their work environment or be more prepared during a storm or declared emergency.

Supervision

The OIPM will conduct assessments regarding the effectiveness of supervision during the declared emergency or storm. The OIPM will identify possible issues with supervision, communication, or confusion regarding the chain of command and bring these issues to the attention of NOPD leadership where appropriate.

Power Outages, Computer Failures, 911 Down

Currently, there is no explicit policies regarding NOPD response for power outages, computer failures, or if 911 goes down within the NOPD 2022 Hurricane Plan. There is the expectation that the NOPD follow the Interoperability Communications Plan if there is a communications failure. The OIPM expects the NOPD to follow all standard operating procedures for these events and renews the recommendation that these standard operating procedures be adopted into the NOPD Hurricane Plan.

Deliverable Upon Completion of Declared Emergency

Upon completion of the OIPM assessment, the OIPM will provide their audit sheet and one page assessment to the NOPD for comment. This audit sheet and assessment will then be available on the OIPM's website for public review.

Data Analysis Upon Completion of Declared Emergency

The OIPM will request all available data regarding: (1) curfew activity, arrests, and summons; (2) anti-looting activity, arrests, and warrants; (3) alleged misconduct allegations and locations; (4) use of force incidents, levels, districts, and locations; and (5) arrests, warrants, and other relevant police activity occurring during the declared emergency and hurricane.

The OIPM will determine if there are any trends or outliers and will tailor recommendations as necessary.

HURRICANE & EMERGENCY PLAN

ADDENDUM & ATTACHMENTS



REQUIRED CRITERIA AUDIT OF NOPD RESPONSE TO EMERGENCY INCIDENT

Required Criteria: Acquisition of Property	Yes	No	N/A	Comment
Did the NOPD acquire property during the event?				
Mandatory: Was a state of emergency declared by the Mayor and / or the Governor?				
Mandatory: Did the Superintendent or Designee approve the acquisition?				
Mandatory: Did a District Commander / Captain deem the acquisition necessary?				
Did the District Commander immediately advise the Logistics Section Chief of the acquired property?				
Notice: Did the District Commander provide the Logistic Second Chief: (1) Description and location of acquired property?				
Notice: Did the District Commander provide the Logistic Second Chief: (2) reason for acquisition?				
Did the NOPD complete a RTF (Report to follow)?				
Was the NOPD professional and courteous during the acquisition?				

Additional Notes:

REQUIRED CRITERIA AUDIT OF NOPD RESPONSE TO EMERGENCY INCIDENT

Required Criteria: Power Outage, System Failures, 911 Down	Yes	No	N/A	Comment
Did the NOPD utilize the daily reporting of employee payroll through the Employee Work record Emergency Incident Form?				
Did the NOPD follow Standard Operating Procedures utilized for mass power outages?				
Was there a communications failure?				
If there was a communications failure, was the Interoperability Communications Plan implemented?				
Did 911 go down?				
If 911 went down, did the NOPD follow standard operating procedures to respond?				
Did the NOPD communicate effectively with the public regarding accessibility?				

Additional Notes:

REQUIRED CRITERIA AUDIT OF NOPD RESPONSE TO EMERGENCY INCIDENT

Required Criteria: Media	Yes	No	N/A	Comment
Did the NOPD provide a public statement during the event?				
Did the Superintendent or designee issue the public statement?				
Did any NOPD employees act as representatives for the NOPD without authority?				
If so, was a SFL or discipline initiated?				
Did any employees publicly criticize or ridicule the department, policies, in a manner that would influence operations or public safety?				
If yes, was SFL or discipline initiated?				
Did the NOPD communicate effectively with the public?				

Additional Notes:

REQUIRED CRITERIA AUDIT OF NOPD RESPONSE TO EMERGENCY INCIDENT

Required Criteria: Anti-Looting	Yes	No	N/A	Comment
Was anti-looting tactics / strategy required during this event?				
Was anti-looting tactics / strategy required during this event?				
Did the NOPD identify the areas with the greatest potential for looting?				
Did the NOPD assign additional personnel to those areas?				
Did the Special Operations Branch Director coordinate the District Group Supervisors?				
Did the Special Operations Branch Director coordinate the District Group Supervisors?				
Did the District Group Supervisors report the progress of the mission of the Operations Section Chief?				
Did the District Group Supervisors deploy required personnel from his / her unit?				
Did the SOB coordinate with the District Group Supervisors?				
Did the SOB deploy personnel and assist with the FQ and Canal Street Anti-looting coverage?				
Did the Superintendent terminate the anti-looting efforts?				
DATA: <ul style="list-style-type: none"> • Number of arrests conducted for looting • Number of warrants issued for looting • Number of use of force incidents related to looting, along with level and district • Location of the looting incidents by district 				

REQUIRED CRITERIA AUDIT OF NOPD RESPONSE TO EMERGENCY INCIDENT

Required Criteria: CEW	Yes	No	N/A	Comment
Was there any account of an officer deploying a CEW in flood water or heavy rain?				
Was there any account of a supervisor order the deploy of a CEW in flood water or heavy rain?				
DATA: <ul style="list-style-type: none"> • Number of CEW deployments • Location of CEW deployments and districts involved? 				

Additional Notes:

REQUIRED CRITERIA AUDIT OF NOPD RESPONSE TO EMERGENCY INCIDENT

Required Criteria: OIS / In-Custody Death	Yes	No	N/A	Comment
Was there an in-custody death?				
Was there an OIS?				
Did the Force Investigation Team respond to the critical incident?				
Did the Crime Lab respond?				
Was OIPM notified of the critical incident?				
Was OIPM provided the opportunity to monitor the on-scene investigation?				
Did OIPM monitor the on-scene investigation?				
If unable to monitor the on-scene investigation, was OIPM provided the opportunity to receive a debriefing by a FIT representative and / or the PIB Captain?				

Additional Notes:

REQUIRED CRITERIA AUDIT OF NOPD RESPONSE TO EMERGENCY INCIDENT

Required Criteria: Curfew	Yes	No	N/A	Comment
Was a curfew issued?				
When was the curfew issued?				
Was the curfew consistent with policy?				
Was the curfew issued with summons?				
Were there physical arrests due to curfew violations?				
Where did the majority of the curfew summons occur? What district?				
DATA: <ul style="list-style-type: none"> • How many curfew violations were documented? • Number of arrests for curfew violations? • Number of summons issued for curfew violations • Number of curfew incidents / encounters that involve children • Where and what district were the curfew violations occurring in • How many curfew violations were also attached to other offenses 				

Additional Notes:

REQUIRED CRITERIA AUDIT OF NOPD RESPONSE TO EMERGENCY INCIDENT

Required Criteria: Officers Investigating Violent Crime	Yes	No	N/A	Comment
Did officers complete all forms and reports?				
Contact a supervisor?				
Contact the dispatcher for the nearest prison facility or emergency detention center?				

Additional Notes:

REQUIRED CRITERIA AUDIT OF NOPD RESPONSE TO EMERGENCY INCIDENT

Required Criteria: NOPD Detention Center	Yes	No	N/A	Comment
Did the Unified Command notify the NOPD regarding an inability for the OPSO operate detainment?				
Did the NOPD contact the EOC and request an emergency booking and prison facility?				
In the emergency detention center: were the men and women held at different facilities?				
In the emergency detention center: were people detained provided food?				
In the emergency detention center: were people detained provided water?				
In the emergency detention center: were the people detained provided restroom facilities?				
In the emergency detention center: were the people detained provided bedding				
In the emergency detention center: were the people detained provided: medical treatment?				
In the emergency detention center: were the people detained in accordance with their constitutional rights?				
All arresting officers to complete all required forms and reports?				

REQUIRED CRITERIA AUDIT OF NOPD RESPONSE TO EMERGENCY INCIDENT

Required Criteria: NOPD Detention Center	Yes	No	N/A	Comment
Did the NOPD notify the Operations Section Chief of the number of detained individuals and their condition every eight (8) hours?				
Did the NOPD maintain a logbook?				
Did the NOPD immediately transport all detained individuals held at any emergency detention facility to a permanent correction facility once available?				

Additional Notes:

REQUIRED CRITERIA AUDIT OF NOPD RESPONSE TO EMERGENCY INCIDENT

Required Criteria: Evacuation - Critical Medical Patient Evacuation	Yes	No	N/A	Comment
Did the Seventh District Group supervisor deploy personnel to the Lake front Airport at H-60 for the evacuation of critical medical patients from various hospitals and nursing homes in the metro area?				
Personnel assigned will be responsible for making sure emergency and evacuation vehicles have uninhibited access to and from the Lakefront Airport.				
The Seventh District Group Supervisors will be responsible for coordinating with the District group Supervisor a traffic control plan for the mission.				

Additional Notes:

Required Criteria: Evacuation - Shelter	Yes	No	N/A	Comment
The Office of Homeland Security and Emergency Preparedness is the lead agency for coordinating all shelter operations though the NOPD is responsible for providing support services. The Public Integrity Bureau is responsible for overseeing shelter security.				

Additional Notes:

REQUIRED CRITERIA AUDIT OF NOPD RESPONSE TO EMERGENCY INCIDENT

Required Criteria: Evacuation - Juvenile Section	Yes	No	N/A	Comment
Assigning a minimum of two juvenile officers per 12 hour shifts to the designated detention facility				
Providing a minimum of one police vehicle at the facility for emergency transportation				
Providing adequate supervision at the detention facility				
Briefing the operations section chief of operations at Juvenile branch				

Additional Notes:

Required Criteria: Evacuation - Sex Crime Unit	Yes	No	N/A	Comment
The commander of the Sex Crimes Unit is authorized to and responsible for: Providing CAEP with a copy of the Known Registered Sex Offenders				
The commander of the Sex Crimes Unit is authorized to and responsible for: Providing personnel to assist with the evacuation processing of registered sex offenders				

Additional Notes:

HURRICANE & EMERGENCY PLAN

ADDENDUM & ATTACHMENTS

A large, stylized graphic of a hurricane or cyclone, rendered in shades of gray and white, occupying the lower half of the page. The graphic features a central eye with concentric, swirling bands of varying thicknesses, creating a sense of motion and depth. The overall tone is somber and official.

REQUIRED CRITERIA AUDIT OF NOPD RESPONSE TO EMERGENCY INCIDENT

Required Criteria: Acquisition of Property	Yes	No	N/A	Comment
Did the NOPD acquire property during the event?				
Mandatory: Was a state of emergency declared by the Mayor?				
Mandatory: Did the Superintendent or Designee approve the acquisition?				
Mandatory: Did a District Commander / Captain deem the acquisition necessary?				
Did the District Commander immediately advise the Logistics Section Chief of the acquired property?				
Notice: Did the District Commander provide the Logistic Second Chief: (1) Description and location of acquired property?				
Notice: Did the District Commander provide the Logistic Second Chief: (2) reason for acquisition?				
Did the NOPD complete a RTF (Report to follow)?				
Was the NOPD professional and courteous during the acquisition?				

Additional Notes:

REQUIRED CRITERIA AUDIT OF NOPD RESPONSE TO EMERGENCY INCIDENT

Required Criteria: Power Outage, System Failures, 911 Down	Yes	No	N/A	Comment
Did the NOPD utilize the daily reporting of employee payroll through the Employee Work record Emergency Incident Form?				
Did the NOPD follow Standard Operating Procedures utilized for mass power outages?				
Was there a communications failure?				
If there was a communications failure, was the Interoperability Communications Plan implemented?				
Did 911 go down?				
If 911 went down, did the NOPD follow standard operating procedures to respond?				
Did the NOPD communicate effectively with the public regarding accessibility?				

Additional Notes:

REQUIRED CRITERIA AUDIT OF NOPD RESPONSE TO EMERGENCY INCIDENT

Required Criteria: Media	Yes	No	N/A	Comment
Did the NOPD provide a public statement during the event?				
Did the Superintendent or designee issue the public statement?				
Did any NOPD employees act as representatives for the NOPD without authority?				
If so, was a SFL or discipline initiated?				
Did any employees publicly criticize or ridicule the department, policies, in a manner that would influence operations or public safety?				
If yes, was SFL or discipline initiated?				
Did the NOPD communicate effectively with the public?				

Additional Notes:

REQUIRED CRITERIA AUDIT OF NOPD RESPONSE TO EMERGENCY INCIDENT

Required Criteria: Anti-Looting	Yes	No	N/A	Comment
Was anti-looting tactics / strategy required during this event?				
Was anti-looting tactics / strategy required during this event?				
Did the NOPD identify the areas with the greatest potential for looting?				
Did the NOPD assign additional personnel to those areas?				
Did the Special Operations Branch Director coordinate the District Group Supervisors?				
Did the Special Operations Branch Director coordinate the District Group Supervisors?				
Did the District Group Supervisors report the progress of the mission of the Operations Section Chief?				
Did the District Group Supervisors deploy required personnel from his / her unit?				
Did the SOB coordinate with the District Group Supervisors?				
Did the SOB deploy personnel and assist with the FQ and Canal Street Anti-looting coverage?				
Did the Superintendent terminate the anti-looting efforts?				
DATA: <ul style="list-style-type: none"> • Number of arrests conducted for looting • Number of warrants issued for looting • Number of use of force incidents related to looting, along with level and district • Location of the looting incidents by district 				

REQUIRED CRITERIA AUDIT OF NOPD RESPONSE TO EMERGENCY INCIDENT

Required Criteria: CEW	Yes	No	N/A	Comment
Was there any account of an officer deploying a CEW in flood water or heavy rain?				
Was there any account of a supervisor order the deploy of a CEW in flood water or heavy rain?				
DATA: <ul style="list-style-type: none"> • Number of CEW deployments • Location of CEW deployments and districts involved? 				

Additional Notes:

REQUIRED CRITERIA AUDIT OF NOPD RESPONSE TO EMERGENCY INCIDENT

Required Criteria: OIS / In-Custody Death	Yes	No	N/A	Comment
Was there an in-custody death?				
Was there an OIS?				
Did the Force Investigation Team respond to the critical incident?				
Did the Crime Lab respond?				
Was OIPM notified of the critical incident?				
Was OIPM provided the opportunity to monitor the on-scene investigation?				
Did OIPM monitor the on-scene investigation?				
If unable to monitor the on-scene investigation, was OIPM provided the opportunity to receive a debriefing by a FIT representative and / or the PIB Captain?				

Additional Notes:

REQUIRED CRITERIA AUDIT OF NOPD RESPONSE TO EMERGENCY INCIDENT

Required Criteria: Curfew	Yes	No	N/A	Comment
Was a curfew issued?				
When was the curfew issued?				
Was the curfew consistent with policy?				
Was the curfew issued with summons?				
Were there physical arrests due to curfew violations?				
Where did the majority of the curfew summons occur? What district?				
DATA: <ul style="list-style-type: none"> • How many curfew violations were documented? • Number of arrests for curfew violations? • Number of summons issued for curfew violations • Number of curfew incidents / encounters that involve children • Where and what district were the curfew violations occurring in • How many curfew violations were also attached to other offenses 				

Additional Notes:

REQUIRED CRITERIA AUDIT OF NOPD RESPONSE TO EMERGENCY INCIDENT

Required Criteria: Officers Investigating Violent Crime	Yes	No	N/A	Comment
Did officers complete all forms and reports?				
Contact a supervisor?				
Contact the dispatcher for the nearest prison facility or emergency detention center?				

Additional Notes:

REQUIRED CRITERIA AUDIT OF NOPD RESPONSE TO EMERGENCY INCIDENT

Required Criteria: NOPD Detention Center	Yes	No	N/A	Comment
Did the Unified Command notify the NOPD regarding an inability for the OPSO operate detainment?				
Did the NOPD contact the EOC and request an emergency booking and prison facility?				
In the emergency detention center: were the men and women held at different facilities?				
In the emergency detention center: were people detained provided food?				
In the emergency detention center: were people detained provided water?				
In the emergency detention center: were the people detained provided restroom facilities?				
In the emergency detention center: were the people detained provided bedding				
In the emergency detention center: were the people detained provided: medical treatment?				
In the emergency detention center: were the people detained in accordance with their constitutional rights?				
All arresting officers to complete all required forms and reports?				

REQUIRED CRITERIA AUDIT OF NOPD RESPONSE TO EMERGENCY INCIDENT

Required Criteria: NOPD Detention Center	Yes	No	N/A	Comment
Did the NOPD notify the Operations Section Chief of the number of detained individuals and their condition every eight (8) hours?				
Did the NOPD maintain a logbook?				
Did the NOPD immediately transport all detained individuals held at any emergency detention facility to a permanent correction facility once available?				

Additional Notes:

REQUIRED CRITERIA AUDIT OF NOPD RESPONSE TO EMERGENCY INCIDENT

Required Criteria: Evacuation - Critical Medical Patient Evacuation	Yes	No	N/A	Comment
Did the Seventh District Group supervisor deploy personnel to the Lake front Airport at H-60 for the evacuation of critical medical patients from various hospitals and nursing homes in the metro area?				
Personnel assigned will be responsible for making sure emergency and evacuation vehicles have uninhibited access to and from the Lakefront Airport.				
The Seventh District Group Supervisors will be responsible for coordinating with the District group Supervisor a traffic control plan for the mission.				

Additional Notes:

Required Criteria: Evacuation - Shelter	Yes	No	N/A	Comment
The Office of Homeland Security and Emergency Preparedness is the lead agency for coordinating all shelter operations though the NOPD is responsible for providing support services. The Public Integrity Bureau is responsible for overseeing shelter security.				

Additional Notes:

REQUIRED CRITERIA AUDIT OF NOPD RESPONSE TO EMERGENCY INCIDENT

Required Criteria: Evacuation - Juvenile Section	Yes	No	N/A	Comment
Assigning a minimum of two juvenile officers per 12 hour shifts to the designated detention facility				
Providing a minimum of one police vehicle at the facility for emergency transportation				
Providing adequate supervision at the detention facility				
Briefing the operations section chief of operations at Juvenile branch				

Additional Notes:

Required Criteria: Evacuation - Sex Crime Unit	Yes	No	N/A	Comment
The commander of the Sex Crimes Unit is authorized to and responsible for: Providing CAEP with a copy of the Known Registered Sex Offenders				
The commander of the Sex Crimes Unit is authorized to and responsible for: Providing personnel to assist with the evacuation processing of registered sex offenders				

Additional Notes:

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 34 (R)

May 31, 2022

TO: All Departments, Boards, Agencies, and Commissions

FROM: Gilbert A. Montañó, Chief Administrative Officer



**SUBJECT: Personnel Assigned as Essential Employees During
Emergencies**

I. POLICY

The purpose of this revised memorandum is to establish the procedures for the assignment of personnel when emergencies affect any operations of City government.

II. GOVERNING AUTHORITY

Chapter 3, Section 4-302(5) of the City Charter authorizes the Chief Administrative Officer to "prescribe accepted standards of administrative practice to be followed by all offices, departments, and boards."

III. BACKGROUND

- A.** The New Orleans Office of Homeland Security & Emergency Preparedness (NOHSEP) is responsible for coordinating emergency response and relief efforts on behalf of City government. To effectively respond to emergencies, NOHSEP must have an accurate and up-to-date list of Essential and Reserve personnel.
- B.** Departments, Boards, Agencies and Commissions who perform functions related to the handling of emergencies and disasters need to possess readily available data citing City departmental/agency personnel who are able to respond immediately to an impending or an ongoing emergency situation.
- C.** Appointing authorities must notify personnel under their supervision of the employees' duties and responsibilities that are outlined in the responses being returned to this office.

IV. ESSENTIAL PERSONNEL ROSTER

- A.** All Departments, Boards, Agencies, and Commissions must designate each employee as Essential or Reserve in the format required by NOHSEP. The Director of NOHSEP may exempt certain public safety entities that assemble their rosters in collaboration with NOHSEP from this roster submission requirement.

For Essential employees, duty stations must be identified for each designated employee. For Reserve employees, NOHSEP will request additional information about each designated employee's availability, skills, and competencies. Essential employees are those employees who, by virtue of their presence, specialized function, or necessary skills, are essential to conducting the business or certain operational needs of the City and are, therefore, required to report for duty in the event of an emergency. Reserve employees may not initially be required to report for duty during an emergency declaration but are required to report to or remain at work within thirty-six (36) hours when ordered by the Director of Homeland Security. When activated, Reserve employees become Essential employees until they are deactivated by the Director of Homeland Security. Each category of employee is further defined in Policy Memorandum 112 (R). Appointing authorities must communicate each employee's designated status to them upon roster submission.


- B.** All Departments, Boards, Agencies, and Commissions who are requested to provide liaisons within the City's Emergency Operations Center (CEOC) must assign two (2) employees (one for each 12 hour CEOC shift).
- C.** The organizational roster must be submitted with accurate and up-to-date employee information whenever requested by the Director of Homeland Security, and at least once annually. All Departments, Boards, Agencies, and Commissions must submit their rosters within fifteen (15) business days of receiving the Director of Homeland Security's request, unless otherwise requested by the Director.

V. INQUIRIES

Any inquiries about this memorandum should be addressed to the Office of Homeland Security & Emergency Preparedness at (504) 658-8700.

GAM/cah

REMOTE WORK POLICY

Section 19: REMOTE WORK POLICY	Effective Date: February 3, 2020
Subject: Remote Work Policy	Revised Date: N/A
Approval: 	Next Review Date: February 3, 2021

PURPOSE

This memorandum establishes the policy and procedures for fulltime OIPM employees working remotely to ensure projects and work are complete in a thorough and efficient manner and in compliance with all expectations of the employee's employment.

This policy will reference the expectations set forth under New Orleans City policies for employees and Louisiana state law.

DEFINITIONS

- 19.1 **Remote Work** – remote work is the completion of OIPM work and participation in OIPM activities from a site other than an official designated worksite for a period of more than three (3) hours.
- 19.2 **Office (Non-Remote) Work** – Non-remote work includes working from the following locations: OIPM office, the Public Integrity Bureau, NOPD Headquarters, community partners workplace, conferences and / or trainings. Working occasionally from another site for under three (3) hours does not constitute remote work as classified under this policy.

RESPONSIBLE PARTIES

- 19.3 **Employee** – fulltime employees within the OIPM are responsible for providing notice of the intent to work remotely, receiving approval, documenting the hours to be worked remotely on their calendar and within the ADP system, and for conducting all required work tasks as outlined below.
- 19.4 **Direct Supervisor** – the direct supervisor of the fulltime employee is responsible for approving or denying the employee's request to work remotely, ensuring the employee complies with all required tasks as outlined below, and executing necessary accountability next steps when there is a misuse or abuse of the policy.
- 19.5 **Police Monitor** – the Police Monitor is responsible for granting or denying permission for employees to work remotely more than the outlined cap designated below and determining appropriate accountability for policy misuse or abuse.

- 19.6 **Office Manager** – the office manager is responsible for assisting the employee with checking out all relevant equipment necessary for remote work and tracking equipment that is out on loan.

POLICY

- 19.7 The city of New Orleans, the NOPD, and the OIPM requires that there be some flexibility but accountability in the work expectations of the fulltime employees of the OIPM. The policy described below does not apply to part time or contract employees.
- 19.8 This policy ensures there is a balance between the need for employees to occasionally work remotely while ensuring that necessary office functions still occur, and the office remains open and prepared to serve the public.
- 19.9 This remote work policy ensures that employees can still complete necessary work and receive compensation in accordance with City of New Orleans employment procedures while working remotely.
- 19.10 Remote work requires the same level of confidentiality and professionalism that the employee is expected to demonstrate when conducting work within the OIPM office.

PROCEDURES

- 19.11 This policy ensures that employees can still participate in work remotely. Examples of when this policy could apply may include:
- there is a temporary physical or transportation reason that the employee is unable to report to the office;
 - the employee needs to provide necessary and temporary childcare, family care, or presence at home that will not distract from the employee's ability to complete required work;
 - there is an external danger, such as weather or flooding, making the employee's commute unsafe or untenable;
 - when there is a condition in the office rendering the office an unproductive work environment, such as Internet or technology failures or when the AC is out;
 - when the employee believes he/she will be more productive and efficient at a remote work site; and/or
 - other reasons as determined appropriate by the employee and direct supervisor;
 - other reasons as determined appropriate by the Police Monitor.
- 19.12 Work remote includes working from any location that is not the employee's designated place of work or location where the employee is expected to execute the employee's required work tasks. Working remotely means the employee is working from home or from another location conducive to work including but not limited to a library, coffee shop, and / or hotel room. Working remotely may include a location in a different time zone, though it is expected the employee be available during the required work hours in Central Standard time. Work can be completed during times deemed appropriate by

direct supervisor and employee, understanding the employee's required availability during ordinary business hours.

- 19.13 An employee can only work remotely two (2) full workdays within one pay period. Any work from home requests extending beyond two (2) times within one pay period must be approved by the IPM and must provide reasoning.
- 19.14 An employee working remotely must follow department procedures for checking out equipment necessary to the completion of his or her work.
- 19.15 In order to qualify for compensation, the employee that seeks to work remotely must provide written notice and receive approval from the employee's direct supervisor. Unless there is an unpredictable condition requiring the remote work, such as office conditions, external factors, or an immediate at-home need, the employee must request the permission to work from home at least twenty-four (24) hours in advance.
- 19.16 The employee who is working remotely is expected to update their work calendar with their intent to work remotely so others in the office can schedule meetings and work requiring in-person interaction accordingly. Failing to keep the employee's calendar accurate will be treated as a misuse of the remote work policy.
- 19.17 The employee's supervisor is required to track the remote work hours to ensure the employee is complying with the requirements of this policy and his / her employment expectations.
- 19.18 The expectation of remote work is that the employee is: (1) available for ordinary calls and emails received throughout the course of the day; (2) completes necessary assignments and projects; (3) employee can still participate in required meetings through electronic or technological devices. If the employee is "unreachable" the employee cannot be considered working remotely.
- 19.19 If there is some function of the employee's work that is unable to transfer to a remote location, the employee is expected to either reschedule that activity in a way that does not interfere with the efficiency of the office or have a prepared substitute stand in for the employee on that activity. The employee working remotely is expected to equip that substitute and to provide that substitute with all necessary work product and information in order to adequately stand in for that employee. This includes but is not limited to: providing a work from home plan, directions on how to schedule appointments, preparing others to stand-in for necessary interactions with members of the public.
- 19.20 All work product must remain confidential. The employee is responsible for ensuring confidentiality and technology security while working remotely and may not connect to any WIFI network or work in any environment that would compromise the security and confidentiality of the OIPM. OIPM employees may only connect to OIPM resources utilizing the hotspot on OIPM issued phones and OIPM issued MiFi devices.

- 19.21 If the employee's direct supervisor believes the employee abusing or misusing the work remote policy, then the direct supervisor is responsible for approaching the employee regarding their use of the work remote policy and informing the Police Monitor. Abusing or misusing the work remote policy would include: failing to participate in meetings and / or activities while working remotely, failing to meet agreed upon deadlines while working remotely, failing to respond in a timely manner to phone calls or emails (or however the employee stated he / she would be available) during work hours while working remotely, if it is believed the employee was not completing work but actually participating in other activities that would require some other leave request, such as social, leisure, or medical activities.
- 19.22 At the discretion of the IPM in compliance with relevant city policy, consequences to misuses or abuses of the work remote policy include but are not limited to:
- the employee being written up;
 - the employee being required to reclassify the day in question to be considered some type of leave;
 - the employee losing remote work privileges temporarily or permanently; or
 - termination.
- The employee will be notified in writing of any action taken against him / her for a determined misuse or abuse of the remote work policy.

SCOPE

- 19.23 This policy and procedure shall apply to all organizational elements of the New Orleans Office of the Independent Police Monitor.
- 19.24 Failure to comply with the policy and procedure numerated above will result in discipline up to and including termination.